

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <div style="text-align: center;">Abidjan</div>	2. Agency <div style="text-align: center;">DOD</div>	3a. Position Number		
<div>3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.</div> <div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div>				
<div>4. Reason For Submission</div> <div><input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____</div> <div><input checked="" type="checkbox"/> b. New Position <div style="text-align: center;">New position</div></div> <div><input type="checkbox"/> c. Other (explain) _____</div>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Budget Analyst, FSN-0405	8		
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title) <div style="text-align: center;">Budget Analyst/Office Manager</div>		7. Name of Employee		
8. Office/Section <div style="text-align: center;">American Embassy</div>		a. First Subdivision <div style="text-align: center;">Security Cooperation Office</div>		
b. Second Subdivision		c. Third Subdivision		
<div>9. This is a complete and accurate description of the duties and responsibilities of my position.</div> <div>_____ Printed Name of Employee</div> <div>_____ Signature of Employee</div> <div>_____ Date (mm-dd-yyyy)</div>		<div>10. This is a complete and accurate description of the duties and responsibilities of this position.</div> <div>_____ Printed Name of Supervisor</div> <div>_____ Signature of Supervisor</div> <div>_____ Date (mm-dd-yyyy)</div>		
<div>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</div> <div>_____ Printed Name of Chief or Agency Head</div> <div>_____ Signature of Section Chief or Agency Head</div> <div>_____ Date (mm-dd-yyyy)</div>		<div>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</div> <div>_____ Printed Name of Admin or Human Resources Officer</div> <div>_____ Signature of Admin or Human Resources Officer</div> <div>_____ Date (mm-dd-yyyy)</div>		
<div>13. Basic Function Of Position</div> <div>Serves as the Budget Analyst and Office Manager for the Security Cooperation Office.</div>				
<div>14. Major Duties and Responsibilities</div> <div style="text-align: right;">100 % of Time</div> <div>Budget Analyst 70%</div> <div>Serves as the Budget Analyst for the Security Cooperation Office (SCO), with the responsibility of performing the complete range of budget administration, including budget formulation and financial program planning and analysis, budget execution, funds reconciliation, fund availability certification and the technical budget support duties for Security Cooperation, Operations and Maintenance, Traditional Command Authority, Morale Welfare and Recreation, Automated Data processing Equipment, and Army Family Housing operating funds and other funding categories as assigned to SCO Cote d'Ivoire from the AFRICOM. Performs all technical operations in support of budget formulation, budget execution, reporting and other requirement, using five authorized (See Addendum 1)</div> <div style="text-align: center;">(Continue on blank sheet)</div>				

15. Qualifications Required For Effective Performance

a. Education

Completion of two year post secondary education in business administration, finance, or related fields is required.

b. Prior Work Experience

Two years experience in business administration, finance/accounting, or related fields required.

c. Post Entry Training

Defense Institute for Security Assistance Management (DISAM) training at Wright-Patterson AFB, Ohio. AFRICOM budget workshop and on-the-job training on proprietary software applications for maintaining databases.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English (reading, writing, speaking) required. Level IV French (reading, writing, speaking) required.

e. Job Knowledge

Must have knowledge of administrative functions and office operations including operating various office machines.

f. Skills and Abilities

Must have good organizational skills and sound judgement. Computer literate; ability to use Microsoft Office suite of software is required. Ability to write correspondence in both French and English is required. Polished personal skills to receive official visitors and to coordinate with senior host nation officials.

16. Position Element

a. Supervision Received

Directly supervised by the SCO Chief.

b. Supervision Exercised

None.

c. Available Guidelines

DoD directives, DSCA directives, AFRICOM instructions and directives, Security Assistance Management Manual (SAMM), Foreign Affairs Manual (FAM).

d. Exercise of Judgment

Must be able to make sound decisions on behalf of the Security Cooperation Office and the US Embassy. Exercise judgement in analyzing incoming correspondence for type of follow-on action.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Budget and Finance personnel (GS-9 to GS-14) at AFRICOM for proper execution of programs and office budget.

g. Time Expected to Reach Full Performance Level

One year.

Addendum 1

budget management systems with protected passwords. Review, comment and adjust multiple ICASS counts.

Assist in close out of MIPRs with different funding sources and IMET, E-IMET, CTFP FMF (Foreign Military Financing), working closely with the Security Cooperation Specialist and FMO. These funds are mainly to be used for IMS trainings, purchase of equipment and will follow all necessary procurement procedures for payment. All procurement requests should be properly coordinated for timely delivery and maintain professional discretion when dealing with military or procurement sensitive information.

Prepare financial reports at the end of each mission/event by working closely with FMO and submit forms and invoices to be reviewed by the supervisor before sending to appropriate DoD office.

Office Manager 20%

Responsible for preparing official travel orders. Process and coordinate travel paperwork (enrollment, visas, airline tickets, accommodation, per diem, etc.) for military officials attending training courses, workshops or conferences (local and international) to include coordination and logistic support during ship visits.

Responsible for ensuring office supplies are available and places requests to GSO using appropriate system for replenishment and maintenance and organization of electronic and paper files.

Assist in coordinating SCO meetings and event participation with MoD and other government officials through telephone contact or by way of sending prepared correspondence, following up with telephone contacts. This includes working from guest/participant lists, preparing invitations, letters of notification of events.

Operates and manages SCO non-tactical vehicle by ensuring that vehicles are regularly serviced / dispatched. Maintains SCO properties.

Security Cooperation 10%

Serves as a backup to the Security Cooperation Specialist with IMET and other programs.

Reviews incoming correspondence and drafts responses for standard questions and send for signature. This includes informal translations from French to English (vice versa) and drafting replies or requests (letters sent do MoD proposing activities, site visits, meetings, offering training opportunities, etc. in French or English. Updates and maintains office files. Updates and maintains office files. Updates and maintains all office automation equipment.